

NAVPGSCOLINST 4650.4F
21
6 Apr 05

NAVPGSCOL INSTRUCTION 4650.4F

Subj: POLICY FOR OFFICIAL TRAVEL PERFORMED BY NAVAL
POSTGRADUATE SCHOOL PERSONNEL

Ref: (a) Appendix O, JFTR/JTR, Temporary Duty (TDY)
Travel Entitlements
(b) Joint Federal Travel Regulations (JFTR), Vol. I
(c) Joint Travel Regulations (JTR), Vol. II
(d) PERSUPPDET Monterey Instruction 7240.1H
(e) DoD Foreign Clearance Guide
(f) DoD Financial Management Regulations
(g) DoD Directive 7000.15, July 8, 1998
(h) DTS Document Processing Manual
(i) CNO ltr Ser N09BL/4U668159, July 2004

Encl: (1) Naval Postgraduate School Temporary Duty (TDY)
Travel Policy and Procedures Guide

1. Purpose. To prescribe policy and procedural guidance for the administration of official travel by all military and civilian personnel assigned to the Naval Postgraduate School (NPS).

2. Cancellation. NAVPGSCOLINST 4650.4E. This instruction has been revised and should be read in its entirety.

3. Background.

a. Regulations. The Naval Postgraduate School uses the Defense Travel System to administer Temporary Additional Duty travel and falls under the guidelines of reference (a). Appendix O supercedes the TDY entitlements sections of the JTR/JFTR, except where specifically stated in Appendix O.

b. Government travel funds provide for the transportation needs of personnel for expenses incurred while conducting official business on behalf of the Department of the Navy. The Naval Postgraduate School uses travel funds provided through direct appropriations or reimbursable accounts to meet the various travel needs of student, faculty and support personnel. These travel requirements may stem from academic or training demands, research requirements, operational tasking or routine administrative needs.

c. References (a) through (i) and enclosure (1) provide specific guidance regarding the use of travel funds, their documentation requirements, and the criteria to be used in determining travel entitlements, advances and settlement of claims.

4. Policy.

a. It is the policy of the Department of the Navy and the Naval Postgraduate School that official travel shall be limited to the amount necessary to effectively and efficiently carry out the mission of the command. Therefore, all NPS offices and departments shall ensure only essential and cost-effective travel is performed.

b. NPS has implemented the Department of Defense (DoD) Reengineered TDY travel concept of operations that focuses on mission requirements, empowers Authorizing Officials to approve travel and funding, and views travelers and supervisors as honest customers. The NPS travel system incorporates the use of simplified entitlements for uniformed personnel and DoD Civilians and an automated Defense Travel System (DTS) that allows travelers to submit travel electronically for processing and approval. NPS travelers should use this system in pursuit of total automation of the travel process in keeping with the intent of the DoD Travel Reengineering program.

c. Regarding travel expenses, reference (a) directs travelers on official business to exercise the same care as could be expected of a prudent person traveling on personal business. Excess costs, circuitous routes, delays or luxury accommodations, unnecessary for the performance of a mission, are not considered a prudent use of funds. Excess costs or additional expenses incurred to satisfy a personal preference or convenience will be borne by the individual concerned.

5. Action. To ensure compliance with references (a) through (i), and the policies and guidance provided in enclosures (1), the following responsibilities are assigned:

a. Authorizing Officials (AO) will determine whether requested travel meets the criteria for official travel and that it serves the best interests of the U.S. Government.

b. Authorizing Officials will ensure appropriate funds are available for travel and that requested travel is in accordance with references (a) through (g).

c. All military and civilian personnel executing official travel will adhere to the requirements of references (a) through (i) and enclosure (1) of this instruction as applicable.

//S//

DAVID A. SMARSH
Chief of Staff

Distribution:

<http://intranet.nps.navy.mil/code00/Instructions/index2.html>

NPS TEMPORARY DUTY TRAVEL POLICY AND PROCEDURES GUIDE

1. General. The following guidance shall be adhered to in the authorization, preparation and execution of travel orders and submission of travel claims. Examples of applicable documents may be found in the NPS Travel website under the SOP/Document/Forms page (<http://www.nps.navy.mil/travel>).

2. Defense Travel Administration (DTA). The Defense Travel Administration is a group of Defense Travel System (DTS) personnel who are responsible for administering DTS for this command. The administration includes the NPS DTS HelpDesk for resolving problems internal to the organization, which is responsible for forwarding any unresolved issues to the DTS Helpdesk. The Defense Travel Administration includes employees having experience in transportation, finance, entitlements, and budget functional areas. Roles are:

a. Lead Defense Travel Administrator (LDTA). The LDTA is an Accountable Official and will be designated in writing. The LDTA is responsible for the operation of DTS at NPS. The LDTA must be able to communicate with the President of NPS and make decisions concerning travel. The LDTA is responsible for:

- (1) Assigning roles and permission levels;
- (2) Maintaining traveler profile information (mailing addresses, phone numbers, government credit card numbers, and bank account information) being collected and properly imported into DTS;
- (3) Adding and deleting travelers;
- (4) Initiating and maintaining appointment and acknowledgement letters for accountable officials;
- (5) Establishing the organization routing structure for approving and certifying travel;
- (6) Remaining current on all DTS changes;
- (7) Reporting problems to the DTS Helpdesk and following up on fixes;

Encl (1)

(8) Overseeing organizational DTAs and financial DTAs;
and,

(9) Running reports.

b. Financial Defense Travel Administrator (FDTA). The FDTA must be appointed in writing as an Accountable Official. The FDTA is the travel funds administrator and has control and oversight of travel lines of accounting (LOAs), budget, and funds. FDTA responsibilities include:

(1) Managing and supporting DTS at the organizational and/or installation level;

(2) Managing travel data by reconciling the official accounting system with DTS on a quarterly basis;

(3) Ensuring LOAs are properly established and maintained in the DTS accounting section and budget module, labeled in a clear and easy to understand manner with the fiscal year included in the first two positions of the LOA label;

(4) Operating and maintaining the travel system to support travel financial management;

(5) Ensuring access permission levels and routing schemes within DTS provide for review and approval of travel authorizations and payments only by the appropriate official(s). Permission levels must provide for appropriate separation of duties.

(6) Preventing violations of the Anti-deficiency Act by adhering to sound funds control and accounting practices;

(7) Retaining a file of approved letters of appointment for accountable officials;

c. Organizational DTA (ODTA). Other individuals within local organizations, who work with the LDTA and/or FDTA to enter new personnel into DTS, maintain traveler profiles, assist travelers with the use of DTS, and ensure efficient use of the Help Desk processes.

d. Personnel in the Travel Routing Structure. Following are roles and responsibilities of personnel in the DTS routing structure. Organizations may adjust the routing structure based on their requirements. Each Accountable Official in the routing structure must be appointed in writing. It is also essential that any Accountable Official in the routing structure be removed from that routing chain immediately upon leaving the organization to preclude any travel documents being hung in the system. The routing structure should be as streamlined as possible. The basic routing chain for NPS is:

(1) Accountable Official. Accountable Officials involved in the travel management process shall serve as control points within the organization. These positions must be designated in writing as prescribed by Volume 5, Chapter 33, section 3305 of reference (f). Accountable Officials must maintain copies of signed letters of appointment (DD Form 577) in their offices. DD Form 577 can be obtained at <http://www.nps.navy.mil/Travel/documents/DD0577.pdf>. Any individual in the routing chain who provides information, data, or services in support of the payment process is considered an Accountable Official, to include Authorizing Officials, Certifying Officers, Reviewing Officials, the Lead Defense Travel Administrator, Organizational Defense Travel Administrators (ODTAs), and Finance Defense Travel Administrators (FDTAs). Accountable Officials are liable for erroneous payments that are the result of negligent or fraudulent actions. When an Accountable Official no longer holds the position, the appointment must be revoked in writing. Appointment and revocation of appointment letters must be archived for 6 years and 3 months after the Accountable Official no longer holds the position.

(2) Reviewing Official (RO). The Reviewing Official is normally the Sponsored Program Financial Analyst (SPFA) or other Financial Analyst (FA) in the traveler's organization who initially reviews and validates travel requests and claims submitted by the traveler. Unless rejected, the RO digitally reviews (applies REVIEWED stamp) the travel document that is subsequently routed to Approving Official (AO) for final approval. ROs must ensure the proper line of accounting (LOA) is applied to the authorization. If the estimated cost of travel is greater than the amount of funds available in the travel budgeted for that LOA, the RO must stamp the

authorization RETURNED and enter the reason in the remarks section. If the LOA for the travel is from a different organization than the RO's, then the RO must contact the appropriate SPFA or FA to determine that the LOA is appropriate and that funds are available. Once approval of fund use is obtained, the RO then applies the correct LOA to the authorization in accordance with current procedural guidance. The RO is an Accountable Official because of the permission level assigned to his/her function in DTS and the ability to adjust or approve travel payments. An RO should not serve in the position of Certifying Officer (CO) and should not be in the supervisory chain of the CO. If the RO and AO are the same person, a Certifying Official must be in the routing chain.

(3) Dual Accountable Official Roles. At NPS, the Authorizing Official and Certifying Officer are the same person. Authorizing Officials can neither authorize their own travel requests, nor certify payment of their own travel vouchers.

(4) Authorizing Official (AO). The Authorizing Official (AO), as the individual who controls the mission, authorizes the trip, and typically controls the funds for TDY travel, reviews and approves travel documents (authorization requests, travel vouchers and local vouchers) submitted by the traveler.

(a) AOs ensure that the arrangements and "should-cost" estimates are reasonable and consistent with mission requirements prior to approval. While it is always the AO's responsibility to ensure funds are available, when using reimbursable funds for travel it is the Principal Investigator's (PI's) responsibility, through the SPFA, to ensure that the travel is appropriate and supports the work. In the absence of a SPFA or other FA, the AO must ensure that the proper line of accounting (LOA) is applied to the transaction, particularly when the AO has responsibility for more than one LOA. AO's cannot authorize travel when the should-cost estimate exceeds the amount of funds available in their travel budget. If this situation occurs, the AO must contact the Finance Defense Travel Administrator (FDTA) for further guidance. When the AO approves the document, obligations are posted to the accounting system.

(b) Although not expected to become travel experts, AOs will thoroughly familiarize themselves with reference (a).

(c) Consistent with reference (a), AOs will be senior level supervisors and department heads (e.g., Department Chairs, Institute Directors, School Deans, and other upper level management) that have the authority to approve the travel of persons under their command. While it may be expected that these AOs will rely heavily on guidance from their own administrative support in confirming the legitimacy of a travel authorization or voucher, it remains the responsibility of the supervising AO to adequately certify the information submitted before approval.

(d) In order to provide backup in cases when the primary AO is unavailable, it is highly recommended that each organization have at least one backup certified AO. Such a person should be able to act as a backup supervisory official in their organization (e.g., an acting Chair, acting Dean, etc).

(e) Authorizing Officials are required to attend initial training and follow-up training every year regarding their responsibilities and liabilities. AOs are pecuniarily liable for erroneous payments resulting from the negligent performance of their duties for the full amount of the erroneous payment per reference (g). Upon completion of training, AOs will be designated in writing. DD Form 577 will serve as the appointment letter, signature card, and relief letter (DD Form 577). PSD will be provided copies of signature cards for AOs as an example signature to be used in processing of hardcopy orders.

(f) The Lead Defense Travel Administrator (LTDA) will maintain a current listing of AOs that will be provided to PSD and the Shared Services Travel Office (SSTO). DD Form 577 is to be used to submit changes of AOs to the SSTO.

(g) The Lead Defense Travel Administrator will provide initial instruction on DTS procedures.

(5) Certifying Officer (CO). Certifying Officers authorize payment of travel claims after reviewing required receipts and are accountable for ensuring that travel claims are correct and in proper form. Their signature does not obligate funds in the accounting system. At NPS, the Authorizing Official performs this function.

(6) At NPS, the following policies will govern the review and approval of TDY travel requests:

(a) All civilian and military personnel traveling on TDY orders, and Fund Cite Authorizations, will have their requests reviewed and approved by the appropriate AO. DTS will be used to initiate travel with the exceptions of Invitational Travel Orders (ITOs), Direct Fund Cites, and trips of more than 180 days. Any travel documents not originated in DTS must be provided to Code 21 on a DD Form 1610 to obligate funds a minimum of 5 working days prior to travel.

(b) The NPS President, Provost and Academic Dean, and Chief of Staff are designated self-authorizing officials. Comptroller will certify their claims for payment.

(c) When traveling, labor for civilian travelers should be charged to the same account used for the travel. If different accounting is used, a memo signed by the AO stating the reasons needs to be maintained on file and submitted to the Comptroller as a notation on the traveler's time sheet.

(d) Travel by military personnel (staff, student, faculty) for medical purposes to Travis Air Force Base Hospital or other medical facilities outside the local area, must be approved and funded by the Dean of Students/Director of Programs (Code 03).

(e) Military emergency leave travel overseas, in cases where a government obligation exists to fund such travel, e.g., Philippine nationals, must be approved and funded by Code 03.

3. Travelers/Travel Arrangers.

a. Travelers may be students, staff, faculty, or NPS guests. Contract personnel are not eligible to use DTS for travel arrangements.

b. Travelers will receive initial DTS training and are then responsible for creating, digitally signing, and forwarding for review and approval a travel authorization (request), travel voucher (claim) and local voucher, within DTS.

(1) Travelers/travel administrators will digitally sign all DTS transactions with a PKI digital certificate. Support middleware (Active Card Gold) and digital signature software (DBSign) must be loaded on the desktop before the PKI tool identified below can be executed. Navy has an enterprise license for Active Card Gold. DBSign is a DoD enterprise licensed product and can be downloaded from the DTS website. PKI is approved by the General Accounting Office and DFAS. Navy's tool for PKI is the Common Access Card (CAC). The CAC will be the tool used to digitally sign documents. Organizations are responsible for ensuring that users of DTS have a CAC, with PKI capability, and that they have an active PIN. DTS users will need CAC card readers for their desktop computers and should ensure that the middleware (Active Card Gold) and digital signature software (DBSign) are installed on their computer by Information Technology and Communication Services (ITACS).

(2) Travelers are responsible for ensuring that arrangements and "should-cost" estimates are reasonable and consistent with mission travel requirements prior to forwarding for review and approval.

c. Government travelers are responsible for knowing the regulations that govern official travel. The travel entitlements contained in reference (a) are to be used for reference and training. These instructions can be accessed at http://www.nps.navy.mil/travel/documents/Appendix-O_03-05.pdf.

d. As part of the NPS check-in process, all travel cardholders will check in with the NPS Travel Card Agency Program Coordinator (APC) in the NPS Travel Office. The APC will transfer the cardholder's card into NPS's reporting hierarchy.

e. All travelers should submit to their respective travel coordinator a Travel Profile Form.

f. Travelers taking leave in conjunction with TDY must submit separate leave papers for approval when using DTS orders.

g. Travelers will file travel vouchers via DTS within five working days after completing their travel and will electronically submit (by fax or scan and upload) receipts for

all lodging and other items of \$75.00 or more to DTS for the AO's review, for post-payment random audit by the Defense Finance and Accounting Service (DFAS), Kansas City, and for archive in DTS with the travel voucher for a period of six years and three months. For more information on electronically storing receipts in DTS, see Chapter 2, Section 2.7, page 2-25 titled 'Receipts Imaging' in reference (h).

h. Because the traveler will be using his/her travel card, it is essential that the travel be processed and paid promptly. All reimbursements will default to a split electronic payment to the bank (travel card vendor) and the traveler's personal bank account. All government travel card charges are required to be paid by DFAS to the government travel card vendor. Non-government travel charge card expenses will be forwarded to the traveler's personal bank account, as indicated in the profile. The traveler will be responsible for changing the payment criteria, as deemed necessary. Any funds not forwarded directly to the travel card bank will be the full responsibility of the traveler. Any major changes in cost to the initial authorization must be justified and documented in the comments section.

i. Travelers must sign their own vouchers in DTS. AOs are to review the above required receipts per reference (a) prior to approving vouchers and make note of any added expenses. If the traveler has included additional costs on the voucher, the Approving Official must ensure that proper justification is included on the voucher and that all additional charges are for mission essential business only. The Authorizing Official must ensure that any unofficial costs be removed from the voucher.

j. All travelers will complete and submit to the SSTO an Electronic Funds Transfer (EFT) Information Sheet (<http://www.nps.navy.mil/travel/documents/EFTinformationsheet.pdf>), prior to their first trip. SSTO will register the EFT routing information into the users' profiles in DTS.

k. The SSTO will send overdue Travel Voucher submission notices to Travelers 5 working days after completion of travel. If a second notice is needed, it will be sent 10 days after the first notice. If the voucher is not submitted within 5 days

after the second notice is sent, the traveler's name will be sent to his/her respective supervisor and Chief of Staff for resolution of the matter.

1. DD Form 1351-2 (<http://www.nps.navy.mil/Travel/documents/DD1351-2.pdf>) may be used to file claims only for orders approved using DD Form 1610 (<http://www.nps.navy.mil/Travel/documents/DD1610.pdf>). When using DD Form 1351-2 to file a claim, the following must be provided to Personnel Support Detachment (PSD), Monterey:

(1) Original plus one copy of the travel orders.

(2) Original and one copy of all receipts for lodging, car rental and conference fees; and receipts for all other items of \$75.00 and over.

(3) Original and one copy of Lost Lodging/Other Receipt Statement (<http://www.nps.navy.mil/travel/documents/encl8LostReceipt.pdf>) signed by the traveler when original receipts are lost or misplaced, if applicable.

(4) Rate of currency exchange used for international travel (indicated on DD Form 1351-2), if applicable.

4. Comptroller.

a. The Comptroller (Code 21) monitors the availability of funds for travel, validates accounting data and is responsible for:

(1) Initial training of Authorizing Officials and refresher training every year.

(2) Ensuring that after AOs are trained, the Lead DTA prepares an authorization letter (DD Form 577) for the Director of Business Services' signature, and, once signed, providing copies to PSD, the SSTO, and the AO. Designation/removal requests should be submitted to SSTO by line managers using the DD Form 577.

(3) Administering the Government Travel Card (GOVCC) program. All government travelers are authorized use of the Government Travel Card, which is required by reference (a) to be

used to pay for transportation tickets, lodging, and rental cars. It may also be used pay for other travel-related expenses and to obtain cash advances via Automated Teller Machines in support of official travel. Additional information about the program may be found in NPS Travel Card Instruction, NAVPGSCOLINST 4650.4F.

5. Shared Service Travel Office (SSTO). The SSTO performs the following functions:

- a. Distributes copies of reference (h) to travelers and other personnel who use DTS.
- b. Receives written requests from line managers to designate/remove AOs. Retains these requests on file. Prepares AO designation letters and signature cards with DD Form 577. Ensures the LDTA updates DTS as AOs change. Ensures Personnel Support Detachment receives AO updates.
- c. Sets up student traveler profiles, and inputs travel requests and voucher data for students into DTS.
- d. Supports international travel (processes clearance requests and assists/directs travelers with visa applications and anti-terrorist training).
- e. When required, assists with emergency travel.
- f. Monitors late claim submission and over/under payment. Follows up on debt management for those travelers who are overpaid. Notifies the traveler of discrepancies and appropriate line managers if travelers are not responsive.
- g. Assists in preparing and liquidating ITOs and Direct Fund Cites.

6. Personnel Support Activity Detachment (PSD) Monterey.

a. PSD Monterey provides the following support for official travel:

(1) Travel Claim Liquidation for claims submitted on a DD Form 1351-2. All travel claims will be paid via Electronic Funds Transfer.

(2) Travel advances when traveler is not using DTS and does not possess a Government Travel Card. A memo from the traveler's AO to the CPOIC, Customer Service Desk (CSD), Monterey, is required explaining why the Government Travel Card is not being used. If authorized, travel advances will not be made available more than three working days prior to commencement of travel. Advances cover 80% of lodging 100% of meals and incidentals e.g. (taxi fares, conference fees).

(3) Passport and Visa services for official international travel.

7. Defense Travel System.

a. Procedures. Instructions for preparation of DTS travel authorizations and vouchers are contained in reference (h).

b. First time DTS users. Upon making the first travel request in DTS, travelers should verify that all data in his/her profile is correct. Travelers can enter corrections to personal information directly on the profile screen. Departmental Defense Travel Administrators can update credit card account information; they should send updated EFT information to the SSTO. Travelers should verify the following information:

(1) Home and work addresses with phone numbers;

(2) Bank routing number, account type, and account number;

(3) Government Travel Charge Card (GOVCC) number and expiration date;

(4) Correct e-mail address for DTS notifications.

c. Helpdesk. The helpdesk is a tiered process, with the first tier being the traveler's relying on help information from the DTS web site, the second tier being the NPS DTS HelpDesk, (619 222-8025, ext. 2, or DTS-HelpDesk@nps.edu) and the third tier being the Northrop Grumman Systems (NGS) (DTS contractor) helpdesk. The traveler should try to research and solve the problem before contacting the NPS DTS Help Desk. If the traveler or NPS DTS Help Desk cannot solve the problem, the NPS DTS Helpdesk will contact the NGS Helpdesk in Fairlakes, VA.

d. Ticketing.

(1) Electronic Ticketing. All travelers will be issued an electronic ticket to be picked up at the airport, if this form of ticketing is available from the airlines. The electronic ticket confirmation number will be provided by the CTO.

(2) Paper Tickets. If airlines cannot issue electronic tickets or the mission requires paper tickets, the traveler must coordinate with the ODTA in advance for delivery or pickup of paper tickets from the CTO. The Student Services Office makes a run each morning to CSD/SATO at Fort Ord to pick up tickets.

e. Travel required in less than 24 hours.

(1) All reservations for travel within 24 hours should be made in DTS, with a follow-up call to the CTO requesting prompt processing.

(2) If the traveler or travel administrator calls the CTO first (not recommended) to make travel reservations, it is essential that the CTO agent be told that the authorization will be processed through DTS. The travel should be subsequently entered through DTS, with a comment in the reservations module that the CTO has already made reservations. (This is applicable to commercial transportation, lodging, and rental car).

(3) If the travel occurs over the weekend, the traveler should make arrangements through the CTO and enter the travel into DTS upon return. (Another option is to have a travel administrator enter the travel on the next workday). Upon return, the traveler should ensure that the travel costs are documented properly and applied to the proper form of payment. If the arrangements have already been made with the CTO, the transportation cost data must be entered under the "Other Trans" icon at the top of the document. The "Other Trans" option is only available once the basic itinerary has been completed.

f. Changes to Travel Reservations.

(1) The traveler is required to obtain approval from the authorizing official through DTS when making any changes to

the initial approved travel request prior to ticketing. If the changes are made after tickets are purchased or while in a TDY status, the traveler will first contact the AO for approval, then make changes using his/her GOVCC with the airline. Any additional charges for official travel can be claimed on the voucher in DTS upon return. Upon completion of travel, the traveler will be reimbursed for only those additional charges approved in advance by the Authorizing Official.

(2) Changes in tickets could result in the traveler being charged for the initial ticket and the changed tickets, with the credits not reflecting on the bill until the following billing cycle. Travelers will be responsible for tracking these changes and maintaining confirmation numbers and receipts. Travelers will not be reimbursed for the cost of changes made as a convenience to the traveler.

g. Cancellation of Travel.

(1) If earlier than 3 days before the travel date and ticket has not been cut, travelers should cancel through DTS as described in Chapter 8 of reference (h) with a note to the CTO to confirm cancellation of transportation, lodging, and car rental. The AO will be required to cancel the authorization in DTS.

(2) If less than 3 days before travel or if the airline or rail ticket has been purchased, travelers should cancel all reservations telephonically with the CTO, and should request confirmation numbers on cancelled transportation, lodging, and car rental. Lodging and rental car reservations should be canceled directly with the vendor, if possible. Any charges applied to the traveler's account due to reservations not being cancelled in a timely manner will be the sole responsibility of the traveler to pay or reconcile. For this reason, it is essential the traveler obtain cancellation confirmation numbers.

(3) If less than 24 hours before the commencement of travel, traveler's should cancel with the CTO and directly with the lodging facility to ensure "no show" charges are not applied to account. Traveler should ensure that a cancellation number is received. Any "no-show" charges applied to the traveler's account will be the sole responsibility of the traveler.

(4) The traveler will be responsible for any costs associated with negligence in canceling travel arrangements.

h. Unused Tickets.

(1) The traveler must notify the CTO of any unused or partially unused tickets as soon as possible. Unused tickets must be returned in the manner they were received. If an e-ticket is used, the traveler must notify the CTO that the ticket or partial ticket was not used. If tickets were delivered by an overnight mail service or courier, from the CTO, the tickets should be returned by the same service or delivered to the CTO. Tickets that were picked up at a local CTO must be returned to that office.

(2) Since the form of payment for the unused ticket is the traveler's GOVCC, the traveler should ensure that the credit is made to the GOVCC and the travel authorization and/or voucher are amended to document the unused/canceled portion and the decreased reimbursement to the traveler in accordance with chapter 8 of reference (h). Amendments/cancellations in the system will adjust the financial systems' obligation and expenditure.

i. Premium Class Travel. In accordance with reference (i), all premium (business or first) class travel must be approved in advance by the Director, Navy Staff (DNS). These requests will be routed through the Travel Office, the Traveler's AO, and the President, NPS before being forwarded to the DNS Office for approval. SATO will not purchase business class tickets until they receive the approval in writing. The "Premium Class Travel Request" form is available on the NPS Travel Web site (<http://www.nps.navy.mil/travel/documents/PremiumClassTravelReguest.xls>).

j. Electronic Funds Transfer (EFT) and Split Disbursements. DTS automatically computes travel entitlements and initiates EFT disbursements to the traveler's bank account, eliminating the expense of processing check payments and improving timeliness of reimbursement to the traveler. The DTS default "split-disburses" certain reimbursements automatically to the traveler's government travel card account; i.e., commercial air, lodging, and rental car.

k. Debt Management.

(1) Debt management is required when the traveler is indebted due to an over-advance of entitlement or error in computation of the claim. That is, the traveler is paid more than what he was legally entitled to be paid. The command is responsible for notifying and collecting from the traveler. The command prepares a collection voucher DD 1131, with the appropriate accounting data from the orders, and sends it with the payment to the disbursing office.

(2) If the military traveler does not pay their debt, the command will notify the disbursing office to process a deduction on the pay account of the traveler and provide the accounting data to be used when the deduction is received from DFAS-Cleveland. The disbursing office will process a Collection Voucher DD1131 for each deduction received.

(3) If the civilian traveler does not pay his/her debt, the command processes a DD Form 2481, Request for Recovery of Debt due the United States by Salary Offset, and is forwarded to the civilian payroll office. If the deduction is sent to the command, a collection voucher, DD 1131, is prepared and sent to the disbursing office for processing. If the deduction is credited to a line of accounting data by the civilian payroll office, the command receives its credit and a collection voucher is not required.

(4) Approving Officials (Authorizing Officials) are responsible for counseling travelers indebted to the U.S. Government and follow up until the debt is satisfied.

8. Overseas Travel.

a. Overseas travelers are required to have official, "no fee" passports while on official travel. It is recommended, however, that travelers use personal (civilian) passports when traveling overseas. Visas are issued by foreign countries and give permission to enter that particular country. Applications for "no fee" passports and visas are submitted using DD Form 1056 (<http://www.nps.navy.mil/Travel/documents/DD1056.pdf>) and form DS-11 (<http://www.nps.navy.mil/Travel/documents/DS-0011.pdf>). Form DS-82 (<http://www.nps.navy.mil/Travel/documents/DS-0082.pdf>) will be used for renewal of "no fee"

passports by mail. Instructions for completing the forms and methods of expediting Passport/Visa processing can be obtained through the local PSD passport agent.

b. Antiterrorism Plan for Overseas Traveler (may be required) depending on the area of overseas travel, a traveler may or may not be required to provide a detailed force protection plan, which includes an estimate of the threat situation, review of the operations area, and an emergency action plan. The NPS Security Office maintains the database of threat areas, and can provide a sample package to assist in the preparation of this document.

c. Anti-Terrorism Training/Plan (ATP). Travelers must attend an initial classroom anti-terrorism training brief given by the NPS Security Manager. Contact the Security Manager at 656-2450 for a training schedule. Thereafter, training can be updated once a year online at <http://at-awareness.org/>. The access code is AWARE. Once the online training is complete, the certificate must be emailed to the NPS Security Manager at securitymgr@nps.edu. The traveler should contact the Security Manager at least 40 days prior to travel to inquire about the necessity of preparing an ATP. If required, the Security Manager will provide guidance for completing the plan. If an ATP is required, but not submitted, the Country Clearance will be DENIED.

d. When arranging international travel, in addition to passport and visa requirements as previously discussed, the following additional requirements may apply:

(1) Country Clearance requests may be required per reference (e) in order to authorize official travel to a particular country. Country Clearance Requests are routed to the SSTO. SSTO will have the traveler fill out specific information from The DOD Electronic Foreign Clearance Guide (<http://www.fcg.pentagon.mil/>). SSTO will generate a country clearance message from this information and the Security Manager will release the message. Country Clearance requests should be routed 45 days prior to travel or sooner depending on the requirements of the individual country.

(2) Traveler must insert his/her Social Security Number into the comments section of the travel authorization in DTS. SATO requires this information to process the air reservations.

9. Other Travel.

a. Gift of Travel. Employees receiving offers to pay travel expenses for official travel from sources other than the federal government must submit a completed copy of the Gift of Travel Form ([http://www.nps.navy.mil/binder/Gift of Travel SOP.pdf](http://www.nps.navy.mil/binder/Gift%20of%20Travel%20SOP.pdf)), including cost estimates, to the Staff Judge Advocate (SJA) or Office of Counsel for approval and forwarding to the Comptroller for processing prior to commencement of travel. Gifts of travel cannot be approved after travel has taken place. Upon completion of travel, the employee must submit a claim on a DD Form 1351-2, itemizing all travel expenses that exceeded applicable subsistence expenses. The original travel authorization must accompany the claim form. When the non-federal source of the gift of travel makes full payment in excess of applicable limitations for reimbursable subsistence expenses or common carrier transportation expenses, reimbursement will be the amount of the payment from the non-federal source, if reasonable, but will not exceed the amount of the expenses incurred.

b. Visit Request (OPNAV 5521/27). This form is required if a traveler is visiting a Military Base on official orders. The form can be obtained from the NPS Security Manager.

(1) Visit requests for students are completed by the Director of Student Services (DOSS), signed by the DOSS and then faxed or mailed out to the site being visited.

(2) Visit requests for staff and faculty are forwarded to the Security Manager's office for signature and then faxed or mailed out to the site being visited by the Department.

c. Travel Outside the Continental United States (OCONUS).

(1) Patriot Express. All OCONUS travel normally arranged through Patriot Express should be conditionally routed to the Transportation Officer at the Navy Passenger Transportation Office. Because DTS does not have direct connectivity to the Patriot Express reservations system, the

Navy Passenger Transportation Office must make the reservations. When this occurs, the actual Patriot Express travel arrangements should not be included in the costs associated with travel arrangements nor should the costs be included on a travel voucher.

(2) Foreign Flag Carriers. U.S. flag air carriers shall be used for all commercial foreign air transportation of persons and property when air travel is funded by the U.S. Government. A foreign flag carrier may be utilized if the transportation is fully paid for by a foreign government (including under a Foreign Military Sales (FMS) case funded with foreign customer cash or repayable foreign military financing credits) or international agency. The CTO will note any selection of Foreign Flag Carrier.

d. Invitational Travel Orders (ITOs) are issued to individuals who are not Federal Government employees or members of the Uniformed Services who are performing official business for NPS. ITOs cannot be processed using DTS. ITOs are signed by Comptroller and a copy is routed to the CTO. DD Form 1351-2 must be used to liquidate ITOs. All payments will be made via EFT. SSTO should assist with liquidation procedures as required and ensure travelers complete the EFT form prior to travel.

(1) ITO requests are to be received by the Comptroller a minimum of 5 working days in advance of travel. The ITO standard operating procedure is located at <http://www.nps.navy.mil/binder/ITO%20SOP.pdf>.

(2) ITO requests involving foreign nationals must first be reviewed by the NPS Security Manager.

e. Fund Cite Authorizations are issued to government employees from agencies other than NPS for the purpose of performing official business. Fund cites are not currently processed using DTS. Comptroller signs all direct Fund Cites. The invitee's travel arranger will make arrangements for travel. Once travel is complete, a copy of the liquidated voucher is required for the Comptroller's office in order to adjust the obligation. A DD Form 1351-2 must be used to liquidate Fund Cites. Fund Cite SOP is at <http://www.nps.navy.mil/binder/Fund%20Cite%20SOP.pdf>.

f. Funded by Another Service, Agency, or Organizational Fund Site.

(1) Individuals whose travel is funded by another Service Agency (i.e., Army, Navy, DoD, FMS, etc.) should be processed outside of DTS or in accordance with "arrangements only travel". Currently, DTS does not have the capability to process travel vouchers or pass obligation information to other Service Agencies. Use the trip type AX- (Arrangements Only) when another Service/Agency funds travel. Contact the issuing agency's Finance Office if necessary. In a case like this the traveler would use the CDC to create an Authorization. The traveler may use DTS to prepare/compute their voucher in lieu of preparing a DD Form 1351-2. If the traveler does so, he/she must print and sign the voucher and send to the NPS comptroller (with copy of travel authorization/order and required receipts) for input into IATS as a pre-computed voucher.

(2) Not to Exceed Funds. If a fund cite is issued for travel and the funds are close to the actual cost of the travel, a Not to Exceed funds statement may be placed on the travel orders. The dollar amount not to be exceeded must be clearly stated. When using a Not to Exceed Funds statement, the traveler must be aware that they will not be reimbursed for a greater amount than the funds allow. The allowed amount would also include all air and/or ground transportation.

g. No-cost (Permissive) Travel Orders may be issued when travel may be desirable from the Navy's point of view but may not be sufficiently justified to warrant the expenditure of travel funds. Under these circumstances, NPS may issue an authorization (permissive orders) permitting the military member or civilian employee to travel at no expense to the Government. No Cost orders may be initiated in DTS, routed to the AO for approval, and must state "Permissive" in the travel authorization "Type" field, in addition to having the following statement in the comment block of the travel authorization: "This permissive authorization is issued with the understanding that you will not be entitled to reimbursement for any travel, per diem, transportation, or miscellaneous expenses in connection with its execution. If you do not desire to bear these expenses personally, you may choose not to execute this permissive travel authorization and it will be considered cancelled."

h. Local Travel. For travel where per diem is not payable (e.g. travel less than 12 hours, example: military medical appointments at Travis AFB Hospital), and orders are not required, expenditures such as mileage, parking fees, conference fees, bridge tolls, and occasional meals will be claimed on a local voucher in DTS.